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PRINTING AND PHOTOGRAPHY GROUP
WEEKLY REPORT FOR PERIOD OF
14 June 1988 - 20 June 1988

I. Status of Tasks Assigned by Senior Management:

None.

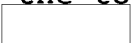
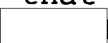
II. Items or Events of Major Interest that Have Occurred During the Preceding Week:

A. On Monday, 20 June, a representative from the Office of Medical Services (OMS) met with Office of Logistics, Printing and Photography Group (OL/P&PG) management to discuss health and safety concerns in the main printing plant. The most serious concerns involve chemical odors and ventilation in the building, smoking in unauthorized areas, and noise levels in the press and bindery areas. In conjunction with the stated concerns of OMS, all employees in P&PG's press and bindery branches are being scheduled for audiograms and all other issues raised are being addressed internally. 
(DanS/P&PG, 

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B. On Thursday, 16 June, a representative from the Office of Logistics, Printing and Photography Group (OL/P&PG) met with representatives of two other Divisions of the Office of Logistics, Supply Division, Supply Management Branch (OL/SD/SMB) and Facility Management Division, Building Services Branch (OL/FMD/BSB) to discuss and coordinate the acquisition of copier supplies. The Copier Management Program (CMP) provided a detailed supply list to both FMD and SMB so that appropriate supplies could be ordered for all CMP funded black and white copiers. Also, CMP is arranging to have a representative from each vendor's supply department determine the toner yields so that the initial orders will be accurate.

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 (TomB/P&PG/

C. The Office of Logistics, Printing and Photography Group (OL/P&PG) has received for printing a complex 140-page Handbook of  The publication contains many 4-color photographs, 35 foldouts and 2 different sizes of index tabs. Due to the large number of graphics

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and general complexity of the design, the Office of Current Production and Analytic Support (DI/CPAS) has let P&PG determine the schedule for printing which is expected to take four to five weeks.

(AlB/P&PG, [redacted])

D. On Monday, 13 June, a representative from the Director of Logistics' (D/OL) office brought a priority request to the Office of Logistics, Printing and Photography Group, Headquarters Division, Photography Branch (OL/P&PG/HD/PB) for changes to a slide describing [redacted]

The request was completed by the Friday, 16 June, due date. [redacted]

E. The Office of Logistics, Printing and Photography Group (OL/P&PG) received a priority request on 16 June from the Director of Logistics (D/OL) for immediate creation of a complex slide depicting a worldwide map [redacted]

Delivery was expected the next day. Two designers were pulled from previously scheduled projects in order to complete this assignment on time. The customer furnished only a typed listing of locations, relvino on the designers to accurately locate places such as [redacted]

The project was completed accurately and on schedule. [redacted]

F. The Office of Logistics, Printing and Photography Group, (OL/P&PG) received a priority request on 8 June from the Office of the Director of Central Intelligence, Public Affairs Office (DCI/PAO) to insert Judge Webster's photograph in place of former DCI Casey's in the MPTV Center produced videotape entitled CIA and Its People. The videotape, generated from original 16mm film, was completed on 16 June (one day early) and will be down in the OIR theatre on 20 June to senior Agency officials. [redacted]
(JoeF/P&PG, [redacted])

G. This week the Office of Logistics, Printing and Photography Group (OL/P&PG) assigned the [redacted] compositor to the [redacted] facility. This fulfills P&PG's obligation to support the Foreign Broadcast Information Service (FBIS) production efforts, per agreement, [redacted] As P&PG personnel complete their assignment [redacted] other compositors will be rotated to the facility to keep P&PG's support strength at [redacted] people. [redacted]
(TimM/P&PG, [redacted])

III. Upcoming Events:

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25X1 Members of the Office of Logistics, Printing and Photography
25X1 Group (OL/P&PG) will meet on 21 June with the Agency Forms Manager
for a briefing on Electronic Form usage in the Agency and how it
will affect the way forms are currently produced. [redacted]
(BetsyW/P&PG/[redacted])

IV. Management Activities and Concerns:

25X1 Meetings are scheduled for 22-23 June between representatives
25X1 of the Office of Logistics, Printing and Photography Group (OL/P&PG)
and the [redacted] Project Office to discuss P&PG requirements in the
new [redacted] building. Contractors for the new building will be given
a tour of P&PG to acquaint them with equipment to be used in the new
building and a follow-up meeting is scheduled the next day to
25X1 discuss construction requirements. [redacted] (DanS/P&PG, [redacted])
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